

**MINUTES**  
**FAIRPORT HARBOR PUBLIC LIBRARY**  
**BOARD MEETING**  
December 13, 2022

The regular meeting of the Fairport Harbor Public Library Board of Trustees was called to order at 5:32 p.m. with Pam Lausin presiding.

**ROLL CALL OF BOARD:**

- Ms. Jan.Baldree, Ms. Linda Coffman, Ms, Ann Coll, Mr. Jim Gutowski, Ms. Pam.Lausin, Ms. Lee Negrelli, and Ms Rebecca.Steinback were present.

**STAFF PRESENT**

- Ms. Kara Cervelli, Director; Ms. Joanne Clapp, Chief Fiscal Officer

**ALSO PRESENT:** Ms. Nan Norton, Friends of the Library

**APPROVAL OF MINUTES:**

- A motion was made by Ms. Coffman and seconded by Ms. Negrelli to approve the minutes of the October 11, 2022 Board meeting. All members present voted yes. Motion passed.

**TREASURER'S REPORT:**

- A motion was made by Ms. Steinback and seconded by Ms. Baldree to approve the Financial Report for November 2022. All members present voted yes. Motion passed.
- The State Auditor has approved and released our Audit. It can now be released to the public and talked about freely.
- The phone in the elevator has now definitely been disconnected. Ms. Clapp will check on receiving money back for the years that the phone was not connected but was paid for by the library.

**DIRECTOR'S REPORT:**

- The library issue on the November 2022 ballot passed. Ms. Cervelli thanked the Friends of the Library and trustee Jim Gutowski for their efforts in the campaign.
- The library is recertified as a passport agency for 2023
- The library staff participated in the school's lockdown training on November 8
- The position of Part Time Library Reference Associate has been filled and Elizana Coltman began work on December 5. They were introduced to the Board.
- An update on the latest TDA meeting and a current summary was provided to

Board members. The original summary included in the packet should be replaced by this one.

- The Director will research which memberships in community organizations we should consider.
- The library received a \$1000 grant from Walmart for adult computer programs.
- Use of the Amazon locker outside the library is increasing
- Each staff member submitted a list of their activities during November.

## **OPEN TO AUDIENCE**

- Tom Fazekas asked how the presentation to the board last month from TDA was received. It was received positively.

## **FRIENDS OF THE LIBRARY**

- Ms. Norton provided the latest information from the Friends of the Library and included a handout describing the activities. Handout is attached.

## **COMMITTEE REPORTS:**

### **Building and Grounds**

- Ms. Coll will provide minutes of the meeting the committee held in October.
- She asked that the decision to change the name to Facilities Committee be tabled until the committee could meet to discuss the guidelines for the committee. No vote was taken on changing the name.

### **Policies**

- The committee will meet in January (date to be decided later) to discuss updating the By-Laws and changing the weapons policies.

### **Evaluations**

- The results of the evaluations of the Director and CFO will be discussed in Executive Session after the regular meeting.

### **Finance**

- Minutes of the November 21, 2022 Finance Committee meeting were provided.
- A motion was made by Ms. Coffman and seconded by Ms. Steinback to approve the end-of-year gifts for the staff. All members present voted yes. Motion passed.
- A motion was made by Ms. Coffman and seconded by Ms. Negrelli to approve Resolution 2022-06, Amend Permanent Appropriations for 2022.

All members present voted yes. Motion passed.

- A motion was made by Mr. Gutowski and seconded by Ms. Coffman to approve Resolution 2022-07, Amend Estimated Resources for 2022. All members present voted yes. Motion passed.
- A motion was made by Ms. Coll and seconded by Ms. Coffman to approve Resolution 2022-08, Permanent Appropriations for 2023. All members present voted yes. Motion passed.
- A motion was made by Ms. Steinback and seconded by Ms. Negrelli to approve Resolution 2022-09, Documenting/Recording Compensation of Employees. All members present voted yes. Motion passed.

### **Long Term Planning**

- Minutes from the December 6, 2022 meeting of the Long Term Planning Committee were provided
- The Board is encouraged to submit goals for the future to the committee before the next meeting – date to be set in January.

### **OLD BUSINESS**

- The agreement with the School Board is still being worked on. There is a question about opening the library early for students and payment for that.

### **NEW BUSINESS:**

- A motion was made by Ms. Coll and seconded by Ms. Negrelli to have the entire board consider the nominating committee for officers for 2023. The election will be held at the January meeting.
- It was decided that no changes in the lease with the School Board were necessary.
- The Finance Committee will meet in January to produce a new contract for the custodian that will include her current salary as well as the exact date she can expect to be paid.

**ADJOURNMENT:** The regular meeting of the Board was adjourned at 6:30 p.m.

### **EXECUTIVE SESSION**

- A motion was made by Mr. Gutowski and seconded by Ms. Baldree to move into Executive Session to discuss the evaluations of the Director and the CFO.
- The Board went into Executive Session at 6:35p.m. and came out at 7:20 p.m..

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Rebecca Steinback  
Secretary of Board

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Kara Cervelli  
Library Director